

NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

(This Notice Expires 1 January 1964)

NPIC NOTICE
NO. 10-35-6

SECURITY
13 September 1963

INSTALLATION OF CYPHER LOCKS AT VAULT ENTRANCES

1. In order to eliminate the necessity of providing receptionists at vault entrances for after-hours control of vaults which are partially occupied, electric cypher locks are now being installed throughout the building. These locks, which are placed on the pass-through doors at the entrances to vaulted areas, are operated by means of a four-digit combination applied to a push button box mounted adjacent to the door. Installation of these locks will take several weeks to complete and as each vault is equipped and the lock put into operation the following instructions will apply.

2. At the close of business on the normal working day when the vault receptionist departs but one or more persons remain in the vault to work after-hours, the vault security duty officer will be responsible for locking the pass-through doors at the entrance to the vault. This is done by pushing in the bolt on the inner doorknob of the pass-through doors and then turning the bolt to the "lock" position. By so doing the electric cypher lock becomes activated and entrance to the vault can only be achieved by working the electric combination lock or opening the pass-through doors from within.

3. In order to operate the lock a four-digit combination must be used in proper sequence on the opening device. This device consists of a metal box containing ten push buttons numbered in sequence from one to ten and is installed immediately adjacent to the pass-through door in the corridor. Using the four-digit combination for which the lock has been set, when the numbers are punched in the correct order an electrical circuit is activated which releases the catch on the door and permits it to be opened. The release works for about ten seconds and relocks. If the wrong combination is punched a 30 second interval must elapse before the lock will again open since an intentional time delay is built into the device to prevent tampering.

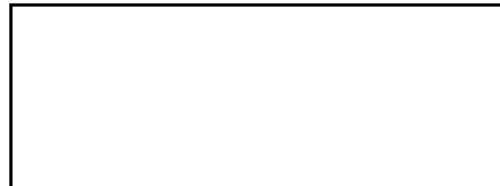
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4. The cypher locks on the pass-through doors will have the primary purpose of after-hours control of vaults which are partially occupied. When they are activated no vault receptionist will be required at the entrance to control them and the locking of the steel-vault doors from within will not be required. During the periods when the doors with cypher locks on them are being utilized the steel-vault doors may remain open. The cypher lock should not be used when the entrance is being monitored by an assigned receptionist and it is never to be used when there is no one in the vault.

5. Combinations to the electric cypher locks will be given by the Division and Staff chiefs on a need-to-know basis to occupants of the vault. Protection of the vault combinations will be handled in the same manner as vault or safe combinations and will be periodically changed to maintain vault security. Division and Staff chiefs will be responsible for maintaining records of the names of individuals to whom the combinations have been given and they will not be given to non-occupants of the vault without prior approval of the Security Branch, Administrative Staff, NPIC. Combinations will be on file in the Security Branch and available on an emergency basis to those who are eligible to have them.

6. With the cypher lock in operation the occupants of a vault may go freely in and out of it without locking the steel-vault doors as long as they secure the pass-through doors each time with the cypher lock and provided at least one person always remains within. Failure to secure the cypher lock after each use of the door will be considered a security violation in the same manner as leaving an unattended safe unlocked or leaving an unoccupied vault door unlocked.

7. When the last person leaves the vault and it is to be secured for the night the steel doors will be closed and locked and the alarm activated in accordance with the regular procedures. At that time the vault security duty officer will deactivate the cypher lock by turning the bolt on the inner doorknob on the pass-through doors to the open or unlocked position. Should there be any questions regarding the use of these locks please contact the Security Branch, Administrative Staff, NPIC.



Executive Director

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